WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Workforce Programs

TO: **Economic Support Supervisors**
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies

FROM: Stephen M. Dow
Employment Support Unit
Workforce Policy Development Section

SUBJECT: **W-2 EARNINGS-GAIN PERFORMANCE STANDARD**

EFFECTIVE DATE: January 1, 2002

PURPOSE

The purpose of this memo is to describe the monthly entry and exit earnings data needed for the Earnings Gain – Contract-to-Date Performance Standard. It will also describe the functionality of the new earnings gain data collection CARES screen, ACWS, and its relationship to ACWI.

POLICY

The 2002-2003 W-2 Contract requires agencies to meet the Earnings Gain performance standard. All earnings at the beginning and the ending of any Case Management Follow-up (CMF) or Case Management Unsubsidized (CMU) W-2 placement are to be recorded. Both pay rate and number of hours worked are considered in determining the increase in monthly wages. A fluctuation of either of these components may result in an earnings gain. All W-2 cases that are placed into CMF or CMU on or after January 1, 2002 are required to provide the earnings information.

EARNINGS-GAIN DATA COLLECTION

Earnings Gain data will be collected by entering CMF or CMU placement earnings information on ACWS (W-2 Information Supplement), a new CARES screen that is accessed only from ACWI (Wisconsin Works Information). Whenever a CMF or CMU placement is entered with a placement begin date on or after January 1, 2002, completion of entry earnings data will be required on ACWS. When the placement ends, completion of exit earnings data will be required as well.

CALCULATION OF EARNINGS

Use the appropriate prospective budgeting formula (e.g. hourly wage times weekly hours times 4.3) to calculate monthly entry and exit earnings. The entry earnings amount must be greater than zero. The exit earnings amount can be zero if a participant is ending a CMF or CMU placement due to loss of employment.

REGULAR HOURLY WAGE

When calculating the entry or exit earnings to be entered on ACWS, use the wage and number of hours for which the participant was hired, and is earning as of the placement begin or end date. Do not use anticipated increases or decreases in wages or hours to be worked when performing the calculation. If the participant is hired for a range of hours to be worked (e.g. 12-20 hours per week), use an average for the calculation.

The hourly wage used should correlate to the wage on WPEL.

TIPS/COMMISSIONS

Calculate the same as for regular hourly wage, with addition of best estimate of tips and/or commission for the upcoming month. Wage including tips and/or commission should be equal to or greater than the current minimum hourly wage.

SELF-EMPLOYMENT

Calculate self-employment income using self-declared hours and anticipated *gross* income.

CARES

ACWI

ACWI continues to perform the same functions as previously, with the addition of acting as a gatekeeper to the ACWS detail screen. If the W-2 placement entered is a CMF or CMU with a placement begin date of January 1, 2002 or later, the worker must complete the ACWS detail screen before hitting <enter> on ACWI. Access to ACWS for other placement types or placements with begin dates prior to January 1, 2002 will not be allowed.

The PF20 key can be used to tran to ACWS in most situations. However, if a CMF or CMU placement is ending, and it had entry earnings data previously entered on ACWS, CARES may automatically bring up ACWS for exit earnings completion when the <enter> key is pressed.

If more than 2 modifications are attempted in the placement field while on ACWI, an error message may display that directs the worker to use PF12 to cancel off of ACWI and return to reenter the desired placement(s). This situation is most likely to occur when a worker is correcting mis-keyed entries in the placement field.

```
ACWI                   WISCONSIN WORKS INFORMATION          01/17/02 08:11
CASE: 5700254352                          WORKER: XCTD25    XCTD25 J KANTER
LAST UPDATED: 01 07 02              CASE STATUS: OPEN    CASE MODE: ONGOING

DC: __    BEGIN MMYY: 0102        FEP-ID: XCTD25          SEQ NUM: 001

  FEP INTERVIEW DATE: 12 20 2001    PRE ELIG REQ MET? (Y/N/W/?): Y

       DIVERSION RSN: __                      DIVERSION DATE: __ __ ____
       W2 BEGIN DATE: 12 20 2001              W2 END DATE: __ __ ____


     PARTICIPANT NUM: 01
               NAME: JACK            NICHOLSON


          PLACEMENT: CMF   CASE MGMT FOLLOW UP
PLACEMENT BEGIN DATE: 01 07 2002             PLACEMENT END DATE:
-------------------------------INDIVIDUALS---------------------------------
 01 JACK  N (PP )    02 LOLIT N (DAU)

PF20-ACWS
NEXT TRAN: ____      PARMS: 5700254352_____
```

NOTE: If a W-2 episode is deleted with an AE delete code, performance standards will not use earnings data from that episode. It is possible to AE delete an episode because of problems entering a current placement while still having valid earnings gain data from a previous CMF or CMU placement in the same W-2 episode. Exercise caution when considering an AE delete in this situation.

ACWS

ACWS is a detail screen to ACWI. Data from ACWS is not saved until the worker completes ACWS, goes back to ACWI and then hits <enter> to exit from ACWI.

When ACWS is first accessed for a CMF or CMU placement, all of the fields except for the entry and exit earnings and comment fields will be pre-filled with data from ACWI. The monthly earnings at entry field must be entered, along with the comment field documenting the calculation used to determine the monthly entry earnings. These are both mandatory fields.

If the worker needs to modify entries while on ACWS, the entries can be spaced out and reentered or the PF12 key can be used to cancel and return to ACWI. From ACWI, the worker can use PF20 to return to ACWS to reenter the desired entries.

```
ACWS                      W2 INFORMATION SUPPLEMENT              01/17/02 08:53
CASE: 5700254352                              WORKER: XCTD25    XCTD25 J KANTER
LAST UPDATED: 01 17 02                 CASE STATUS: OPEN    CASE MODE: ONGOING

DC:       BEGIN MMYY: 0102                               SEQ NUM: 001
PARTICIPANT NUM: 01   NAME: JACK              NICHOLSON

PLACEMENT TYPE: CMF    CASE MGMT FOLLOW UP
PLACEMENT BEGIN DATE: 01 07 2002              PLACEMENT END DATE:

MONTHLY EARNED INCOME AT ENTRY:    1199.70
COMMENT : 72 HRS X $7.75 X 2.15. 36 HRS/WK. BIWEEKLY PAY._____

MONTHLY EARNED INCOME AT EXIT : _____
COMMENT : _____


PRESS ENTER TO RETURN TO ACWI

PF12-CANCEL TO RETURN TO ACWI
```

When a CMF or CMU placement with an placement begin date on or after January 1, 2002 is ended, the monthly earnings at exit must be entered, along with a comment documenting the calculation used to determine the monthly exit earnings. These are both mandatory fields.

ACWS will now show the placement end date that CARES has determined. The entry fields are still modifiable if there is a need to correct the entries.

NOTE: Once entry and exit data is entered on ACWS for a CMF or CMU placement that is being succeeded by another W-2 placement, the worker will not be able to return to ACWS to modify the ended placement data. PF20 will only bring up the new placement ACWS screen for entry or modification.

```
ACWS                        W2 INFORMATION SUPPLEMENT            08/01/02 11:55
CASE: 5700254352                                WORKER: XCTD25    XCTD25 J KANTER
LAST UPDATED: 01 17 02                  CASE STATUS: OPEN    CASE MODE: ONGOING

DC:        BEGIN MMYY: 0802                                  SEQ NUM: 001
PARTICIPANT NUM: 01   NAME: JACK             NICHOLSON

PLACEMENT TYPE: CMF    CASE MGMT FOLLOW UP
PLACEMENT BEGIN DATE: 01 07 2002             PLACEMENT END DATE: 08 01 2002

MONTHLY EARNED INCOME AT ENTRY:    1199.70
COMMENT : 72 HRS X $7.75 X 2.15. 36 HRS/WK. BIWEEKLY PAY._____

MONTHLY EARNED INCOME AT EXIT :    1222.92
COMMENT : 72 HRS X $7.90 X 2.15. SAME EMPLOYMENT POSITION. CASE MGMT ENDING._


PRESS ENTER TO RETURN TO ACWI

PF12-CANCEL TO RETURN TO ACWI
```

CHANGES TO EARNINGS DATA ON ACWS

The entry and exit earnings fields and the comment fields on ACWS are able to be modified up to the point in time the CMF or CMU placement on ACWI is changed to a different placement type or the CMF or CMU placement is end dated. In other words, once the placement is changed to something other than CMF or CMU or end dated on ACWI and the income at entry field and income at exit field are completed, these fields can no longer be updated. At this point they are in history and can only be queried. Performance Standards will use the most current data available for a given placement.

During the time period the CMF or CMU placement is open, and new information becomes available for a participant that requires a change be made to the entry or exit earnings amount, be sure to update the accompanying comment field accordingly.

NOTE: When the W-2 assistance group is closed by CARES and the worker has not ended the CMF or CMU placement (such as lack of review), the monthly exit earnings amount will be considered zero ($0.00) for Performance Standards. Workers will need to enter a W-2 end date on ACWI and update the monthly exit earnings amount if this information is available.

CMF/CMU PLACEMENTS WITH A START DATE OF JANUARY 1, 2002 OR LATER AND ENTERED ON ACWI PRIOR TO 01/19/2002

Due to the delay in the implementation of ACWS, there may be CMF or CMU placements with begin dates on or after January 1, 2002 that have already been entered onto ACWI. In this situation, the worker was not able to access ACWS to enter the earnings data. Cases that have a CMF or CMU placement with a begin date of January 1, 2002 or later must have the ACWS screen completed with the monthly income at entry data.

For CMF or CMU placements that began on or after January 1, 2002 and were end-dated prior to January 19, 2002 on ACWI, the earnings gain data can be updated manually by State staff. Contact the CARES Information and Problem Resolution Center if this situation occurs.

VIEWING ACWS HISTORY

All sequences and updates within sequences for ACWI and ACWS are available for historical query when the case number and a future date are entered in the parm. This query displays similar to the historical query of AFEI and AFDE.

To query historical updates made to ACWS for the same placement, use the PF8 key to go to the desired ACWI screens and then PF20 to ACWS. The PF8 key does not function on ACWS.

SIMULATION

ACWS is not currently accessible in simulation. There is a fix scheduled for March 2002 to add this functionality.

CONTACT

DWS CARES Information and Problem Resolution Center

>   Email: carpolcc@dwd.state.wi.us
>   Phone: 608-261-6317 (Option #1)
>   Fax: 608-266-8358

   Note: Email contacts are preferred. Thank you.

DWD/DWS/BWP/AOS/JK